

Accreditation of study programmes – overview of the process

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External assessment process



1. Drafting the Methodology „fit for purpose“
2. Self-assessment process and reports
3. Formation of assessment committees
4. Training of experts
5. Assessment visit
6. Assessment reports
7. Assessment decisions

3. Formation of assessment committees



- 3-5 members (incl. 1 student).
- Members of an assessment committee shall be independent, no conflict of the interests
- members of an assessment committee (excluding the student) shall have past experience in management and/or development in the area of a given study programme, and/or they have undergone training related to external quality evaluation and they shall preferably have past experience in external evaluation of higher education.
- members of an assessment committee (excluding the student) shall preferably have experience in teaching or supervising in a higher education institution.

3. Formation of assessment committees cont /EKKA example



- HEI has five days to present its position on the composition of a committee
- The Director of EKKA shall approve the final composition of a committee by his or her order and appoint a chairperson of the committee and an assessment coordinator.
- An assessment coordinator is a support person of a committee and an administrator of the assessment process.
- EKKA shall enter into contracts for services with members of a committee.

Conflict of interest



- employment or other contractual relationship with the HEI at the time of assessment, or he/she has had an employment relationship with that HEI within three years prior to the assessment visit;
- participating in the work of a decision-making or advisory body of the HEI at the time of assessment;
- studying at the HEI under evaluation, or graduated from it less than three years ago;
- the HEI under evaluation includes a person closely related to a committee member – spouse or life partner or a family member.

Duties of members of a committee



- reviewing a SER;
- examining documents that regulate the accreditation of study programmes;
- completing the assessment training provided by EKKA;
- participating in the meetings and discussions of the committee;
- contributing to the priming of the assessment report before the assessment visit;
- participating in wording of recommendations and preparing the assessment report;
- examining the comments of the HEI on the assessment report and considering them when coordinating the output of the final report;
- adhering to the agreed committee deadlines.

Key words



- Competent
- Independent
- Evidence-based



Members of an assessment committee shall:

- know the functioning of the HE system and the legislation that regulates it in the respective country, and they are familiar with the trends in HE in the EU and worldwide;
- have past experience in management and/or development in the area of a given study programme, and/or they have undergone training related to external quality evaluation and they shall preferably have past experience in external evaluation of higher education;
- preferably have experience in teaching or supervising in a higher education institution.

Competent (cont.)



Members of an assessment committee shall:

- have the necessary teamwork skills to conduct the assessment;
- be proficient in the working language of the assessment;
- *be open-minded and free from prejudices.*



Members of an assessment committee shall not represent neither the interests of the organisation they belong to, nor the interests of any other third parties.



- Clear references to collected evidences – what document? who said it? All decisions need to be traceable!

Ask constantly yourself and your colleagues: „How do we know it?“ „Can we prove it?“

5. Assessment visit



- HEI shall appoint a contact person who ensures the smooth communication between the Agency and the HEI.
- An assessment visit to a higher education institution shall last one to three days.
- The coordinator shall prepare a schedule of the visit in cooperation with the higher education institution and the chairperson of the assessment committee.

6. Assessment reports



- An assessment committee shall evaluate a study programme at a given higher education level in five separate components: (component assessments).
- Template of the assessment report.
- As a result of a component assessment, an assessment committee shall determine whether the component under evaluation conforms to requirements; partially conforms to requirements; or does not conform to requirements.



- A HEI may forward its comments to the draft report electronically to the assessment committee within five working days.
- An assessment committee shall formalise the final report within five working days after receipt of the comments from the HEI.
- It is recommended that component assessments of the report shall be adopted by consensus.
- The Agency shall forward the final report of the assessment committee and the comments of the HEI to the EKKA Quality Assessment Council.

Accreditation model



